



ALAMEDA COUNTY
CONGESTION MANAGEMENT AGENCY

1333 BROADWAY, SUITE 220 • OAKLAND, CA 94612 • PHONE: (510) 836-2560 • FAX: (510) 836-2185
E-MAIL: mail@accma.ca.gov • WEB SITE: accma.ca.gov

July 13, 2009
Agenda Item 4.1

Memorandum

DATE: July 2, 2009

TO: Administration and Legislation Committee

FROM: Dick Swanson, Director of Finance and Administration

SUBJECT: Administrative IT Services: Authorization to Award Contract

Action Requested:

It is recommended that the Board authorize the Executive Director to approve a contract with Novani, LLC to provide Administrative IT services to CMA.

Discussion:

In order to ensure that the CMA was procuring IT support services at a competitive price, on January 12, 2009, the CMA issued a formal Request for Proposals for Administrative IT Services (RFP A08-029). In response, four proposals were received:

1. Track Computer Center Services,
2. Novani, LLC,
3. En Pointe Technologies, and
4. AEKO Consulting Services

A four person selection panel was formed consisting of CMA and MTC staff. Each panel member reviewed the written proposals and ranked the four proposals based on technical qualifications and responsiveness to the RFP. Based on that ranking, Novani, LLC and En Pointe Technologies were selected for interviews by the panel members. Based on the results of the technical proposal and interviews, Novani, LLC was selected as the top ranked firm. Staff recommends contracting with the firm of Novani for a one year period beginning July 1, 2009 through June 30, 2010 for an amount not to exceed \$62,400.

Financial Impact to the CMA Budget:

The funding required for Administrative IT services budget is included in the current FY 09/10 budget.

This page intentionally left blank.